
Office of the City Manager

Appropriation: \$ 903,772

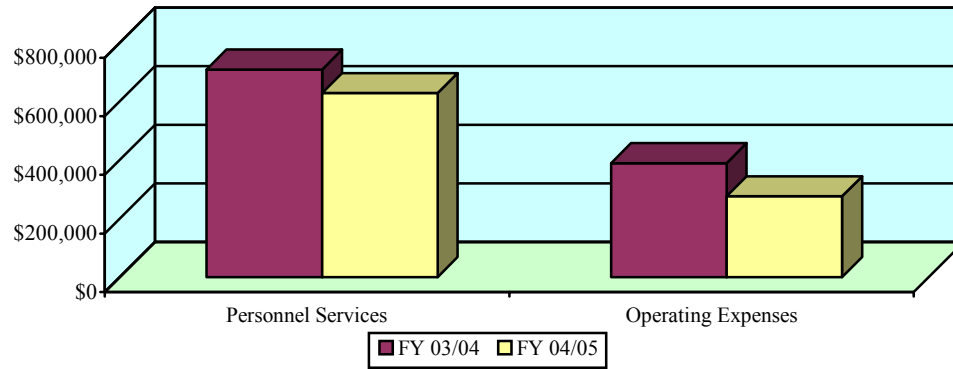
The City Manager is appointed by the Mayor and confirmed by a majority vote of the City Council. The City Manager performs the duties of the chief administrative officer of city government. As such, the City Manager is responsible for all day-to-day operations of city departments including employment matters, operational issues, and the development and maintenance of the annual budget. The City Manager informs the Governing Body on the financial condition of the city, and formulates recommendations to the Mayor and the Council on matters concerning the health, safety and welfare of the city and its citizens, or for the improvement of administrative or departmental functions and services. The City Manager also oversees the Internal Audit function.

The General Fund operating budget of \$903,772 provides funding for salaries and benefits of the City Manager and 8 staff members, including the city's Internal Auditor. Also, the City Manager's operating budget contains \$22,760 for legislative lobbying services and \$33,230 for various contracted services.

In FY 2003/04, the Small Business Ombudsman position was reclassified as a Customer Service Administrator. In addition, a Finance Account Technician position was reclassified as a Plaza Administrative Manager in FY 2003/04 and moved to the City Manager's Office.

<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04 ACTUAL</u>	<u>FY 04/05 BUDGET</u>
City Manager	1 – EX	1 – EX
Media Services Director	1 – EX	1 – EX
Customer Service Administrator	1 – CLFT	1 – CLFT
Executive Administrator	1 – EX	1 – EX
Internal Auditor	1 – EX	1 – EX
Office Manager	1 – EX	1 – EX
Planner Senior	1 – CLFT	1 – CLFT
Plaza Administrative Manager	1 – CLFT	1 – CLFT
Special Projects Administrator	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	9	9

EXPENDITURE CLASSIFICATION



	FY 03/04 <u>REVISED</u>	FY 04/05 <u>APPROPRIATION</u>
Personnel Services	\$ 707,918	\$ 628,116
Operating Expenses	<u>388,554</u>	<u>275,656</u>
 TOTAL:	 \$ 1,096,472	 \$ 903,772